

City of San Bruno

567 EL CAMINO REAL
SAN BRUNO, CALIFORNIA 94066

OFFICE OF CITY MANAGER
GERALD D. MINFORD

TELEPHONE 583-3083
AREA CODE 415

August 2, 1978

*Rec'd prop. tabs -- Co
Municipal budgets -- " -- San Bruno*

Jack Leister, Head Librarian
Institute of Governmental Studies
109 Moses Hall
University of California
Berkeley, CA 94072

Dear Mr. Leister:

On June 23, 1978, we submitted a copy of the recommended priority list of service and personnel reductions which was prepared by the City staff on May 16, in anticipation of the passage of the Jarvis-Gann initiative.

In public budget sessions conducted during June and July, the City Council adopted a cautious policy of reducing materials and service costs by 10% in most departments. In some departments this percentile figure was lower due to the fact that some operating expenditures were shared with surrounding cities and not under the direct control of City department heads.

During these preliminary budget sessions, the City Council has authorized that the Assistant City Manager, Police Captain, and 30 CETA personnel positions that were originally being funded in January, 1978, should not be replaced.

Please note that, at present, there are 12 City CETA employees with placements in the Parks Department, Public Works, Police, Library, and City Manager's Office. Nine of these twelve persons have title grants whose funding will end on September 30, 1978. Three additional employees are functioning as Property Maintenance Trainees, performing special projects and have contracts which extend until November 30, 1978. We have been gradually reducing the total number of CETA employees through attrition.

In addition, the following positions may not be refilled as vacancies occur or may be subject to additional layoffs when public budget sessions resume on October 1, 1978:

- 2 - Clerk Typists
- 1 - Fire Fighter
- 1 - Jr. Civil Engineer
- 1 - Assistant Engineer
- 1 - Library Assistant II
- 2 - Maintenance Workers

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The City of San Bruno would greatly appreciate it if you would send us a final report concerning the results of your research project when it becomes available. Meanwhile, we will periodically inform you of any significant developments in the on-going budget review process.

Sincerely,

Barry Newton

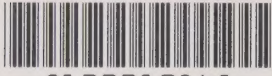
Barry Newton
City Manager's Office

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